



Ellisville State School

1101 Highway 11 South ♦ Ellisville, Mississippi, 39437
601-477-5625 ♦ 601-477-5710 fax

Vacancy Announcement

Pharmacy Technician

CONTRACT POSITION

Position Open: April 7, 2022

Position Close: until filled

Salary Range: **\$18.00** an hour up to 28 hours per week 8 a.m.-4:00 p.m. with 1 hour lunch break 4 days a week

Location: Pharmacy Department

Position Description:

Assist Pharmacist with processing and dispensing medications; maintain an inventory of medications and supplies to ensure adequate amounts and types; prepackage bulk medicines, fill bottles with prescribed medications and create and affix labels; make scheduled deliveries on campus; fill both Pharmacy and Central Supply requisitions; perform daily ordering; prepare documents to accompany controlled substance to all scheduled prescription medications; perform office duties; perform all duties accurately with minimum supervision.

EDUCATIONAL/EXPERIENCE REQUIREMENTS:

Must hold a valid Pharmacy Technician license issued by MS Board of Pharmacy.

Employees of Ellisville State School cannot be considered for this position unless they resign from their current state service position.

Interested applicants can submit an application at the Ellisville State School Office of Human Resources or Win Job Center, Laurel or Hattiesburg, MS. For questions about applying please call 601-477-5625.

It is expressly understood that the above description of job duties and expectations are subject to change based on the needs of Ellisville State School.

Upon contingent employment offer, Contract Workers must complete a background check, pre-employment drug test, and submit documentation of COVID-19 vaccination or an accommodation request related to vaccination status.